



**RESOLUTION
2022-015**

A Resolution to Authorize Personnel Action

WHEREAS, the Town of Townsend is in need of an Administrative Assistant on town staff;
and

WHEREAS, the following position was previously advertised to solicit the best candidates
for service to the Town of Townsend; and

WHEREAS, Ms. Kelsey Gallagher meets and exceeds the requirements for the position,
including over 10 years of administrative assistant experience and;

WHEREAS, the following individual has been recommended by the Town Council Human
Resources Chair and Co-Chair and the Town Manager after due consideration of qualified
applicants.

**NOW AND THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF TOWNSEND,
DELAWARE ON June 22nd, 2022,**

- 1.) That Ms. Kelsey Gallagher, be hired as a full time Administrative Assistant.
Compensation is to be at a Full-Time salaried rate of \$39,000.00 plus benefits as
outlined in the Employee Handbook upon successful completion of her
probationary period.
- 2.) Ms. Gallagher will report to the Town Manager. Ms. Gallagher is expected to begin
employment on or about June 27th, 2022.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend
to be affixed on this 27th Day of June 2022.

Passed and Approved This 22nd Day of June 2022.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Antonina Tantillo, Town Manager

Vote of Council	Yea	Na	Abs
Mayor S. Lobdell			
CM E. Dugan			
CM J. Mertz			
CW L. Clarke			
CW S. Rojas			